

NEW JERSEY DEPARTMENT OF THE TREASURY
NOTICE OF VACANCY



Administrative Analyst 1, DP

SALARY RANGE: \$72,252.21 – \$103,039.77 (R29)

HOURS OF WORK: NL Workweek

POSTING PERIOD FROM: June 3, 2013

TO: June 17, 2013

OPEN TO: ☐ Unit Scope: _____ ☐ Division Wide

☐ Department Wide (open to Treasury employees)

☒ State Wide (all Departments/State employees)

DIVISION/LOCATION:

Division of Risk Management
20 West State Street – 6th floor
Trenton, NJ 08625

JOB DESCRIPTION: Under the Direction of the Director, Division of Risk Management, manages and coordinates the operation of the Risk Management Information System. Works with the business units of Risk Management as well as representatives of the Division of Revenue and Enterprise Services to address system issues and resolve system problems. Evaluate business and user needs and recommend system-related solutions. Provide management reports as requested. Coordinate IT initiatives and information exchanges between the Division of Risk Management and the Division of Revenue and Enterprise Services necessary for successful operation of the system and completion of special projects.

REQUIREMENTS: Open to permanent State employees in a competitive title who meet the requirements listed below:

Education: Graduation from an accredited college with a Bachelor's degree.

Experience: Four (4) years of experience in work involving the review, analysis and evaluation of organization and administrative practices to determine the need for revision or implementation of data processing systems in a large business or government agency.

NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year for year basis.

NOTE: A Master's degree in Public Administration, Business Administration, Economics, Finance or Accounting may be substituted for one year of experience as indicated above.

If you qualify and are interested, send your resume, cover letter and transcripts (*e-mail preferred*) within the posting period to:

Linda Price, Supervisor-Employment Unit
Department of the Treasury
Division of Administration-Office of Human Resources
50 West State St., 2nd fl., P.O. Box 210
Trenton, NJ 08625-0210
Email address: HumanResources@treas.state.nj.us
(Please use "AA I, DP – Risk Mgmt" in subject line)

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT. Appointment(s) resulting from this posting will be in accordance with New Jersey Civil Service Commission rules and regulations.

JOB POSTING AUTHORIZED BY:

A handwritten signature in dark ink, appearing to read "D. J. Ianni".

Douglas J. Ianni, Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer